

How to Password Protect Google Sheet – A Step-by-Step Guide

Are you worried about how to Password Protect Google Sheet? Do you want to restrict access to your spreadsheet to authorized personnel only? If so, password protection is the way to go. In this article, we will guide you through the process of password protecting your Google Sheet.

Why Password Protect a Google Sheet?

Google Sheet is a cloud-based spreadsheet program that enables users to store, manipulate, and analyze data in a collaborative environment. However, it is important to ensure that only authorized personnel have access to sensitive data.

[Password protecting your Google Sheet](#) is a simple and effective way of achieving this.

How to Password Protect Google Sheet: Step-by-Step Guide

1. Open the Google Sheet that you want to password protect
2. Click on “File” in the top left corner of the screen
3. Select “Protect Sheets and Ranges”
4. In the “Protect sheets and ranges” dialog box, click on “Set Permissions”
5. In the “Set Permissions” dialog box, select the sheet or range that you want to protect
6. Click on the “Restrict who can edit this range” checkbox
7. Select “Custom” from the drop-down menu
8. In the “Custom” dialog box, enter the email addresses of the users who are authorized to access the sheet or range
9. Click on “Done” to apply the changes
10. In the “Protect sheets and ranges” dialog box, click on “Set Password”
11. In the “Set Password” dialog box, enter a password of your choice
12. Confirm the password by re-entering it in the “Confirm Password” field
13. Click on “Save” to apply the password protection



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